

# Request for Proposals

## **Bloomington Community Farmers' Market Food Truck/Push Cart Vending Stall**

City of Bloomington  
Department of Parks and Recreation  
Bloomington, Indiana

January 2022

Prepared by:  
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# **REQUEST FOR PROPOSALS**

## **Food Truck/Push Cart Vending Stall**

- **Introduction**

The City of Bloomington Parks and Recreation Department is seeking proposals from interested individuals, organizations, or businesses in operating a Food Truck/Push Cart Vending Stall at the Bloomington Community Farmers' Market during the 2022 Market season. Up to three Food Truck/Push Carts vendors will be selected to participate in the 2022 season.

Selected vendors will be required to execute an Agreement for Food Truck/Push Cart Vending, a sample copy of which will be available on-line at [bloomington.in.gov/farmersmarket](http://bloomington.in.gov/farmersmarket) on or before Friday, January 28, 2022.

**Due to Covid-19 and the health restrictions and or crowd restrictions placed on the Bloomington Community Farmers Market by the Monroe County Health Department and local government, there may be adjustments made to the Food Truck/Push Cart contracts and protocols.**

### **Point of Contact/Mailing Address**

Clarence Boone  
Facility/Program Coordinator  
City of Bloomington  
Parks and Recreation Department  
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Bloomington, Indiana 47402

Fax: 812.349.3705  
Phone: 812.349.3738  
Email: [farmersmarket@bloomington.in.gov](mailto:farmersmarket@bloomington.in.gov)

- **Project Timeline**

**SUBMISSION DEADLINE:** Monday, February 21, 2022 – No later than 5:00 p.m. local time.

- **Days and Hours of Operation**

Full-season Food Truck/Push Cart Vendor shall be contractually obligated to operate a Food Truck/Push Cart Vending Stall on Saturdays, rain or shine, beginning May 7, 2022 through October 29, 2022 during Market hours. Food Truck/Push Cart Vendors have the option to additionally sell at Market in the Non-Peak Seasons or at Tuesday Market (June- September).

- **Basic Services**

**Food Truck/Push Cart Vendor will assume all the following costs of operations:**

- Food Cost
- Labor
- Food Service Equipment
- Recycling and Compost Removal
- Electricity
- Water
- Licenses, Permits and Local Taxes
- If selling as a Home Based Vendor, costs associated with having food analyzed and a report prepared to determine if it is a "potentially hazardous food".

- Maintenance of Comprehensive General Liability Insurance (policy must include premises, operations, and product liability) with minimum limits of coverage of \$1 million per occurrence and \$2 million in the aggregate.

**The City will provide the following at no cost:**

- Trash Disposal
- Marketing

## **Location of Food Truck/Push Cart Vending Stalls**

Food Truck vending stalls will be on the north side of 8<sup>th</sup> St. west of the B-Line Trail. Push Cart vending stalls will be at the Morton St. entrance to Showers Common.

## **Cost to Manage**

The Food Truck/Push Cart Vendors shall pay the City of Bloomington Parks and Recreation a vending fee for Saturday Market days at which the vendor sells. The vending fee for Saturdays is seven percent (7%) of gross sales.

A proposal does not need to be accompanied by a certified check or other evidence of financial responsibility.

## **General RFP Submittal Requirements**

Proposals must be submitted on the Food Truck/Push Cart Vending Stand Proposal Form. Proposals may include additional pertinent information.

The selected vendors must comply with the City of Bloomington Municipal Code, Chapter 4.28: Mobile Vendors.

A PDF of the proposal shall be submitted via email at [farmersmarket@bloomington.in.gov](mailto:farmersmarket@bloomington.in.gov). The subject line of the email shall read “Farmers’ Market Food Truck/Push Cart Vending RFP”. It is the Vendor’s responsibility to assure delivery of proposal documents prior to the established deadline. To confirm receipt of your submittal please contact Clarence Boone at 812-349-3738, or [farmersmarket@bloomington.in.gov](mailto:farmersmarket@bloomington.in.gov).

## **Proposal Evaluation Criteria**

A review committee consisting of Parks staff and Farmers’ Market Advisory Council members shall review all proposals based on the evaluation criteria outlined below, and make a selection at its own discretion of a combination of vendors whose product fulfills the goals of the Farmers’ Market.

The Department of Parks and Recreation reserves the right to accept and/or reject any and all proposals. Discussions may be conducted with responsible groups who submit proposals determined to have a reasonable likelihood of being selected for an agreement. Submission of proposals indicates acceptance by the vendor of the conditions contained both in the RFP and the Agreement for Food Truck/Push Cart Vending, unless clearly and specifically noted in the proposal.

**The following criteria will be considered in selecting the vendors:**

**1) Prepared/Processed Food & Beverage Offerings: Variety, Creativity, Taste**

Applicant must be able to provide quality, tasteful, made from scratch, locally-produced and prepared food and beverages. Vendors are encouraged to offer a small selection of well-crafted items, as opposed to large restaurant style menus. Typical carnival style food will not be considered. Pet treats will be considered.

**Proposals should include a list of anticipated menu items in order of vendor priority with item listed first being highest priority.** Selection of vendor will, in part, be based on the sampling of food and beverage items. Parks staff will contact parties responding to RFP to arrange delivery of food and beverages for sampling.

Applicants may request to sell raw or minimally processed agricultural products *if* the products are raised/processed by the vendor present at the stand, and in conjunction with other Food Truck/Push Cart offerings. However, if the applicant is proposing to sell primarily raw or minimally processed agricultural products that are allowed to be sold by farm vendors, consideration will only be given if those products have *not* been available for sale by farm vendors in the previous season. And then, the selection is still at the discretion of the review committee.

Applicants intending to sell as a Home Based Vendor should indicate such in their proposal and should demonstrate an understanding of the law (HEA 1309) by submitting a menu that does not include “potentially hazardous food”.

**2) Production**

Demonstrated ability to prepare and provide ample product to serve Market customer needs. Proposals will be reviewed for feasibility given the constraints of the vending area

**3) Price List**

The Department is interested in keeping prices reasonably inexpensive. Prices will be considered in the selection of vendors. Please, provide a list of anticipated prices for menu items.

**4) Customer Satisfaction**

Provide assurance of high standards of customer service including product being displayed in a pleasing and appetizing manner, and friendly, reliable service.

**5) Reliability**

Demonstrated ability to have successfully provided services similar in size and complexity or have the organization, staffing and resources to successfully operate a Food Truck/Push Cart Vending Stall.

**6) Local Entities**

Prefer an individual, organization, or business that is owned and operated in the City of Bloomington with those from outside of Monroe County receiving secondary preference. Franchises are not permitted.

**7) Market Product Balance**

Items should be appropriate to the setting and complement/balance the other offerings available at the Farmers' Market. Selection will include vendors with food and beverages intended for on-site and/or off-site consumption. Product typically available from farm vendors will only be considered if it is a secondary product.

**8) Utilize Locally Grown or Raised Product**

Preference will be given to vendors who prioritize use of locally (Indiana) grown or raised ingredients in their Food Truck/Push Cart items. Applicants who have previously contracted with the City and sold at Market as a Vendor should list Indiana grown products utilized in previous years and the farm(s) from which they were purchased. First time submitters of proposals should identify anticipated sourcing of products to be purchased from Indiana farms.

**9) Use of Generators**

If using a generator, proposal should include the make and model. Preference will be given to vendors utilizing generators that produce minimal noise and fumes.

**10) Previous Market Vendors**

Market vendors who have sold in previous seasons will only be considered if they have fulfilled the terms of previous agreements including paying 7% of gross proceeds.